



### **Portfolio Director**

- **Reports to COO**
- **Location: Remote/Home-based (with occasional visits to head office in Harrogate)**
- **Permanent**
- **Salary: £60,000 per annum plus Car Allowance: £450 per month and private healthcare.**

### **About Myshon Limited:**

Myshon Limited is a dynamic and rapidly growing organisation dedicated to providing exceptional housing solutions in the Supported Housing, Temporary, and Specialised Supported Housing sectors. We are committed to making a positive impact on the lives of vulnerable individuals by delivering high-quality, innovative housing services. As we expand our operations, we are seeking a dedicated and experienced Portfolio Director to join our team.

### **Position Overview:**

The Portfolio Director will be the primary internal and external stakeholder contact for segregated portfolios operated by Myshon within the Specialised Supported Housing and Supported Housing Sectors. This will also encompass a limited number of PRS tenants.

The role encompasses specific client oversight of all elements in the successful management of housing stock, including but not limited to; occupancy, housing and support, tenant journey, income / expenditure monitoring, cashflow oversight, client interface, reporting and debt/ credit control.

The role would suit an asset manager or surveyor currently working in either a similar in-house role, or someone seeking to make the move client side. Day to day, the role will provide opportunities to build experience in all aspects required to manage a varied, multi-million-pound residential portfolio.

### **Key Responsibilities:**

Ensure Myshon clients are kept informed of Local Authority strategies, and how these strategies have been best utilised in the context of portfolios under management.

- **Reporting**

Develop and manage the interface between Myshon finance teams and client reporting requirements.

- **Cross-functional Collaboration**

Work closely with the Myshon New Business team, led by the CEO, and provide support to the Housing, Asset Services and Building Maintenance and Compliance divisions.



- **Management of clients**

Responsible for the overall management of MYSHON clients as the principal client contact managed on an account management basis.

**Sector Knowledge:**

Demonstrate a deep understanding of the Supported Housing and Specialist Supported Housing sectors.

**Qualifications and Requirements:**

- Proven track record in developing high-level relationships with senior 3rd party stakeholders.
- Extensive knowledge of the Supported Housing and Specialist Supported Housing sectors.
- Exceptional communication and negotiation skills.
- Contractual and commercial acumen with a history of portfolio optimisation and performance management.
- Self-motivated with a strong drive to succeed.
- Strong analytical and financial acumen with the ability to create coherent financial appraisals and models to adequately demonstrate cost benefit profile to clients.
- RICS (or similar housing-based accreditation).

**Benefits:**

25 days annual leave plus 8 days public holidays

Company sick pay

Life Insurance

Company Pension scheme

On site parking

Hybrid Working

Private Health

Myshon Limited is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive and supportive work environment. We look forward to welcoming a dynamic Partnerships Director to our team to help drive our mission of providing quality housing solutions to those in need.